

**C. CONSOLIDATED EMERGENCY ASSISTANCE PROGRAM (CEAP)**

**Purpose:** This section describes a cash program available to families or pregnant women who face an emergency and do not have the money to meet their basic needs. Assistance under this program is available only once within a twelve month period.

**WAC 388-436-0015 Consolidated emergency assistance program (CEAP).**

- (1) CEAP is available to the following persons:
  - (a) A pregnant woman in any stage of pregnancy; or
  - (b) Families with dependent children.
- (2) Applicants must be residents of Washington state as defined in WAC 388-468-0010.
- (3) Applicants must demonstrate a financial need for emergency funds for one or more of the following basic requirements:
  - (a) Food;
  - (b) Shelter;
  - (c) Clothing;
  - (d) Minor medical care;
  - (e) Utilities;
  - (f) Household maintenance supplies;
  - (g) Necessary clothing or transportation costs to accept or retain a job; or
  - (h) Transportation for a minor, not in foster care, to a home where care will be provided by family members or approved caretakers.
- (4) Payment under this program is limited to not more than thirty consecutive days

within a period of twelve consecutive months.
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**CLARIFYING INFORMATION**

1. Citizenship is not an eligibility factor for CEAP.

**EXAMPLE**

A migrant farmworker household applies for cash assistance. The household consists of mother, father and one child. They are all undocumented and as such are not eligible for ongoing cash assistance. CEAP is an available emergency cash assistance program for undocumented households.

2. Applicants for CEAP must complete the Client Declaration of Need on the Emergency Assistance Request/Grant Computation form DSHS 14-337(X).
3. For Residency requirements, see **RESIDENCY**.

**WORKER RESPONSIBILITIES**

1. Review the request form with the CEAP applicant. It is the applicant's responsibility to verify unpaid medical bills and shelter costs. The applicant may request food, clothing, and household maintenance items without verifying the need with a bill.
2. Explain to the CEAP applicant the limited availability of this program.

**WAC 388-436-0020 CEAP assistance unit composition.**

- (1) To be eligible for CEAP, a child must be living with:
  - (a) A parent or a relative of specified degree as defined under WAC 388-454-0010; or
  - (b) Has lived with such a relative within six months of the request for assistance.
- (2) The following persons living in the household must be included as members of the CEAP assistance unit:

- (a) All full, half, or adopted siblings under eighteen years of age, including a minor parent; and
  - (b) The parent, adoptive parent, or stepparent living with the child or children.
- (3) The following persons living in the household do not have to be included but may be included as members at the option of the applicant:
  - (a) One caretaker relative of specified degree when the child's parent does not live in the home;
  - (b) Stepbrothers or stepsisters to all children in the assistance unit.
- (4) The following persons may make up a CEAP assistance unit without including others living in the home:
  - (a) The child of a parent who is a minor when the minor parent is not eligible due to the income and resources of his/her parents; or
  - (b) A pregnant woman when no other child is in the home.
- (5) The following persons living in the household are not included as members of the CEAP assistance unit:
  - (a) A household member receiving Supplemental Security Income (SSI);
  - (b) A household member ineligible due to reasons stated in WAC 388-436-0025 and 388-436-0030.

## WORKER RESPONSIBILITIES

1. When determining which members of the household will make up the CEAP assistance unit, first look at who must be members through relationship. A child within the family who is step-sibling to one child but half-sibling to another child becomes a mandatory member because of the half-sibling relationship.

### EXAMPLE

A household consists of a married couple, two children belonging to the wife, two children belonging to the husband, and one child belonging to both parents. The couple want to exclude the two children of the wife from the CEAP application because they receive child support income. They are step-siblings to the husband's two children. The children are mandatory members because they are half siblings to the one child belonging to both parents. All children must be included.

2. When adding a caretaker relative other than a parent, or adding step-siblings, determine if it is to the advantage of the assistance unit to add that person. Inform the client that when choosing to add a member who doesn't have to be included, that person's income and resources are considered in determining need and benefit amount.
3. A minor parent living in the home of his/her parents is a mandatory member of the parent's CEAP assistance unit. When the parent's CEAP request is denied because resources and income exceed the need, the minor parent's child only can become a separate CEAP assistance unit if that child has an emergent need.

**WAC 388-436-0025 Eligibility conditions for CEAP--Job refusal.**

- (1) Within thirty days of the date of application, applicants for CEAP cannot have refused without good cause:
  - (a) A bona fide job offer; or
  - (b) Training for employment.
- (2) Applicants have good cause for refusal when the applicant:
  - (a) Can not perform the work satisfactorily because of a physical, mental, or emotional inability;
  - (b) Is not able to get to and from the job without undue cost or hardship;
  - (c) Would be forced to perform hazardous work;
  - (d) Would be working for less than minimum wage or the wages are not customary for that type of work;

- (e) Is offered the job only because of a labor dispute; or
- (f) Is not able to obtain necessary child care.
- (3) An applicant who cannot demonstrate good cause for refusing a job offer makes the entire assistance unit ineligible for CEAP:
  - (a) For thirty days from the date of refusal; or
  - (b) Until the applicant accepts employment, whichever comes first.

**CLARIFYING INFORMATION**

A bona fide job offer means a genuine job offer made in good faith.

**WORKER RESPONSIBILITIES**

Document on the narrative (NARR) screen how good cause was determined. File verification items in the case file.

**WAC 388-436-0030 Eligibility conditions for CEAP - Other possible resources.**

- (1) To receive CEAP, all household members must be ineligible to receive:
  - (a) Temporary Assistance for Needy Families (TANF)
  - (b) State Family Assistance (SFA)
  - (c) Refugee Cash Assistance (RCA)
  - (d) Diversion Cash Assistance (DCA)
- (2) To receive CEAP, the applicant must take all necessary steps to establish eligibility for the following programs:
  - (a) TANF, SFA and RCA;

- (b) Supplemental security income (SSI);
  - (c) Medical assistance for those applicants declaring a medical need;
  - (d) Food assistance for those applicants declaring a food need;
  - (e) Housing assistance from any available source for those applicants declaring a housing need;
  - (f) Unemployment compensation, veteran's benefits, industrial insurance benefits, social security benefits, pension benefits, or any other source of financial benefits the applicant is potentially eligible to receive.
- (3) CEAP benefits may not be authorized to any household until the eligibility for TANF, SFA or RCA has been determined for each household member.
- (4) CEAP benefits may not be authorized to any household containing a member who is under a grant penalty for failure to comply with program requirements of TANF/SFA, RCA, or WorkFirst under chapter 388-310 WAC.

**CLARIFYING INFORMATION**

1. Eligibility and payment amounts for all other DSHS financial, medical and food assistance programs must be determined before CEAP benefits may be approved.
2. If the household contains a member who is eligible to receive TANF, SFA or RCA, the family's emergency needs may be covered under the AREN benefit provisions in WAC 388-436-0002.

**NOTE:** WAC 388-436-0002 is adopted and effective 8/1/99. WAC 388-436-0001 and 388-436-0005 cover AREN benefits prior to 8/1/99.

**WAC 388-436-0035 Income and resources for CEAP.**

- (1) Estimated income, resources and circumstances of the following persons are used in determining need and payment for CEAP:

- |     |                                                                                                                                                   |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | All persons included as members of the CEAP assistance unit;                                                                                      |
| (2) | If living in the home, the spouses and minor brothers and sisters of persons included as members of the CEAP assistance unit.                     |
| (2) | Public assistance payments plus authorized additional requirements received in the calendar month of CEAP application are considered as income.   |
| (3) | The value of resources not listed as excluded in WAC 388-436-0040 is considered available to meet the emergent needs of the CEAP assistance unit. |

**CLARIFYING INFORMATION**

1. An income estimate is based on income already received plus a reasonable expectation of anticipated income for the month of application.
2. Resources include items such as cash, checking & savings accounts, marketable securities, personal property and real property. Real property is land and buildings. See **RESOURCES** for more complete information.
3. If an optional member as described in WAC 388-436-0015(3) is included in the CEAP assistance unit, the resources and income of that person and that person's spouse are considered available to the CEAP assistance unit. If those income and resources would reduce or deny the CEAP benefit, the optional member can be excluded.

**EXAMPLE**

An aunt applies for emergency cash assistance for her niece and wants to be included in the assistance unit as a needy caretaker relative. The income and resources belonging to the aunt and her husband show that no emergency need exists. The aunt can be excluded. Neither she nor her husband have a legal obligation to support the minor child.

**WAC 388-436-0040 Excluded income and resources for CEAP.**

Resources and income listed below will not be considered in determining need or payment for CEAP:

- (1) A home as defined under WAC 388-470-0030;
- (2) One vehicle, running and used regularly by the assistance unit, with an equity value not to exceed one thousand five hundred dollars);
- (3) Household furnishings being used by the assistance unit;
- (4) Personal items being used by members of the assistance unit;
- (5) Tools and equipment being used in the applicant's occupation;
- (6) The value of the coupon allotment under the Food Stamp Act of 1977, as amended;
- (7) Benefits received under the women, infants and children program (WIC) of the child nutrition Act of 1966, as amended, and the special food service program for children under the National School Lunch Act, as amended;
- (8) Energy assistance payments;
- (9) Grants, loans, or work study to a student under Title IV of the Higher Education Amendments or Bureau of Indian Affairs for attendance costs as identified by the institution;
- (10) Income and resources of an SSI recipient;
- (11) Livestock when the products are consumed by members of the assistance unit;
- (12) All resources and income excluded for the TANF program under WAC 388-450-0015, 388-470-0020, and 388-470-0025 and by federal law.

**CLARIFYING INFORMATION**

The equity value of a vehicle is determined by subtracting the amount still owed from the fair market value of the car. The fair market value is the average loan value as listed in the NADA Official Used Car Guide, or the wholesale value as listed in the Kelly Bluebook.



**WORKER RESPONSIBILITIES**

1. See **RESOURCES** for:
  - a. A complete list of resources exempt under Federal Law;
  - b. Determining real property as a home;
  - c. The method of establishing values on non-exempt resources.
2. Document in Remarks (REMA) behind the Resource screens how income and resource values were established.

**WAC 388-436-0045 Income deductions for CEAP.**

The following deductions are allowed when determining the CEAP assistance unit's net income:

- (1) A ninety dollar work expense from each member's earned income;
- (2) Actual payments made by a member with earned income for care of a member child up to the following maximums:

Hours Worked Per Month	Each Child Under Two Years	Each Child Two Years Or Older
0 - 40	\$ 50.00	\$ 43.75
41 - 80	100.00	87.50
81 - 120	150.00	131.25
121 or More	200.00	175.00
- (3) Verified expenses for members of the assistance unit during the current month as follows:
  - (a) Medical bills;
  - (b) Child care paid in an emergency in order to avoid abuse;
  - (c) Dental care to relieve pain; or

(d) Costs incurred in obtaining employment.
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**WAC 388-436-0050 FINANCIAL NEED - BENEFIT AMOUNT**

- (1) The CEAP assistance unit's net income must be less than ninety percent of the TANF shelter payment standard. The ninety percent cutoff is as follows:

Recipients CEAP AU	Net Income Cutoff
1	\$ 314
2	396
3	491
4	577
5	666
6	756
7	873
8 or more	967

- (2) After this test is met, the net income is combined with:

- (a) Cash on hand, if not already counted as income; and
- (b) The value of other countable resources.

- (3) The assistance unit's eligibility and payment amount is determined by subtracting the combined net income and resources from the lower amount of (a) or (b) below:

- (a) The maximum amount allowed for each need item as follows:

<u>Need Item</u>	<u>Amounts allowed by household member count</u>							
	1	2	3	4	5	6	7	8 or more
Food	\$211	\$268	\$332	\$391	\$450	\$511	\$583	\$645
Shelter	258	325	404	476	548	621	719	795
Clothing	30	38	47	56	64	73	83	94
Minor Medical	179	228	282	332	382	432	501	554
Utilities	87	110	136	160	184	210	243	268
Household-maintenance	64	81	100	118	136	155	178	197
Job related	349	440	546	642	740	841	971	1075 transportation

or  
Clothing

- (b) The amount required to meet the emergent needs as declared by the household.
- (4) Clients are denied CEAP assistance if the combined net resources and income exceed the lower amount of (a) or (b) above.
- (5) The total CEAP payment cannot exceed the TANF shelter payment standard as follows:

<u>Recipients In Household</u>	<u>Payment Standard</u>
1	\$ 349
2	440
3	546
4	642
5	740
6	841
7	971
8 or more	1075

### CLARIFYING INFORMATION

The amounts requested in each category can not exceed the maximum limit allowed. Excess amounts from one category can not be carried over to another category that is below the maximum.

### EXAMPLE

A CEAP assistance unit of 3 persons verifies a need of \$500 for rent, and \$60 in utilities. Net income and resources equal \$100.

	<u>need</u>	<u>maximum (3 persons)</u>	<u>allowed</u>
Rent	\$500	\$404	\$404
Utilities	\$ 60	\$136	\$ 60

Total needed or allowed: \$464

Payment standard for 3	\$546
The lesser of the two above	\$464
minus available income and resources	<u>-100</u>
CEAP payment	\$364

Clients may choose to receive CEAP funds directly or have them sent to a vendor on their behalf.

## **ACES PROCEDURES**

CEAP is a non-automated eligibility application.

ACES does not determine eligibility but does issue the benefit. The Eligibility for Special Programs (SPEC) screen is used to enter and confirm eligibility results. This screen is used rather than confirming the system determined eligibility results on the (ELIG) and (CAFI) screens.

Continue to use the DSHS 14-337X, Emergency Assistance Request/Grant Computation to document the client's request for CEAP, perform the eligibility calculation and to determine the benefit amount.

### **1. Date of application**

The beginning date of assistance on the (SPEC) screen for a CEAP AU is the first day of the month in which the application is finalized. This beginning date of assistance cannot be changed by the user.

### **2. Tracking previous CEAP approvals**

At this time ACES does not track how many times in a 12 consecutive month period CEAP has been authorized. The user must research ACES and ITIS to determine if any prior issuances have been done in the 12 month period prior to authorizing CEAP benefits.

### **3. How to authorize CEAP using ACES**

- a. Screen the request into ACES. See *Applications* for complete screening procedures. For ongoing cases in ACES, use the Add A Program screening function initiated with the [L] option found on the (AMEN) menu.

Indicate that the applicant wishes to apply for CEAP on the (KIND) screen. On the (INCH) screen, select program [EA], type [R].

- b. Proceed through the Interviewing function [O], entering demographic information, income and resources.
- c. Select [P] and process the application months as usual. For complete screening, interviewing, and processing procedures for Adding a Program, see **CHANGE OF CIRCUMSTANCE**.
- d. Select [Q] to finalize. This is where the normal case processing sequence changes. The (SPEC) screen will appear instead of (CAFI) for each month from the month of application through the ongoing month.
- e. Complete the (SPEC) screen as follows:
  - (1) If eligible, enter the authorized amount in Bnft Amt for the month of application;
  - (2) Confirm benefits with a [Y].
  - (3) The begin date of benefit eligibility is always stated as the first day of the application month. This cannot be changed.
  - (4) Paid Thru Date is the last date for which benefits are being issued under the CEAP program.
  - (5) Enter [Y] under Vendor, if payment is to go to a vendor.
  - (6) Bnft Eff Date is the date the special benefit amount became effective.
  - (7) Notice Type shown is #0002.
  - (8) **You must override the notice because the notice has incorrect beginning and ending dates** (unless the beginning date is the first of the month).
  - (9) Enter [Y] to suppress the notice. Send letter A05C. Press <F15> for letter access. See (F) below.

- (10) Rev. Begin Date is the MMY the review period begins.
- (11) Rev. End Date is the MMY the review period ends.
- f. You must override the notice for all benefits months. On letter #A05C, state the beginning and ending dates of the CEAP approval. The beginning date is the date eligibility was established. That date begins the 30 day count and the 12 month period. List all the declared needs, the maximum allowed in that category and the amount allowed. In the text of the letter state that CEAP is a cash assistance program limited to a 30 day period out of twelve consecutive months.
- g. The system **denies** all months beginning with the month after the month of application, through the ongoing month. Confirm the denial for these months and finalize the application. Override the notice for each month.
- h. If any of the payment is to go to a vendor, follow the instructions given under the *AREN* sub-section in this category.

Document in the case Narrative (NARR) the beginning and ending date of the CEAP approval.